

yellow
Administrative - Internal Use Only

File: ODP, Gen.

2 December 1981

MEMORANDUM FOR: C/CEMB/ED/ODP
DD/A/ODP

FROM:
Policy and Plans Group, ODP

SUBJECT: Excess ADP Equipment

1. The attached Property Turn-In Document (Form 1707) lists ADP equipment excess to an office's needs. If your component has a requirement for any of the equipment, please forward a Speed Letter to ODP Management Staff, Attn: Room 2D0105, Headquarters by 16 December 1981. The Speed Letter should include the following information from the Form 1707:

Turn-In No. (Document Control No.);
Item No.;
Nomenclature; and
A statement of the requirement.

2. Any technical questions about the equipment should be addressed directly to the contact named on the form. If you have any questions concerning the reassignment of this equipment, please feel free to call me on

Attachment: Form 1707

ODP/MS/SS:nks: (2Dec81)(excess-adp)(nancy's disk)

DISTRIBUTION:

- 1 - Addressees
- ~~2~~ - O/D/ODP
- 1 - MS Chrono
- 1 - MS Subj. File
- 2 - ODP Registry